



USING THE “APPROVED SITES” LIST IN CNIPS

A Guide for SFSP Sponsors



ACCESSING YOUR APPROVED SITE LIST

?

Packet Assigned To: Cyndi Willmarth

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Original	Approved
Details	✔ Management Plan	Original	Approved
View Revise	✔ Budget Detail	Original	Approved
Details	✔ Food Production Facility List (1)		
Details	✔ Checklist Summary (4)		
Details	Site Field Trip List		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	7	3	0	0	0	0	10

After your site applications have been approved, click on the blue link titled
[“Summer Food Service Program”](#)

Click on the blue link titled “[Site List](#)”



			Site List
Action	Site ID / Site Name		Version/ Status
View Revise	✓	Oak Park	Original / Approved
View Revise	✓	Oak Park Library	Original / Approved
View Modify Admin	➔	Oak Park Primary Center	Original / Pending Validation
View Revise	✓	Oak Park Elementary	Original / Approved
View Revise	✓	Oak Park Middle School	Original / Approved
View Modify Admin	➔	Oak Park High School	Original / Pending Validation
View Revise	✓	Oak Park Water Park	Original / Approved
View Revise	✓	Oak Park Boys and Girls Club	Original / Approved
View Modify Admin	➔	Oak Park Teen Center	Original / Pending Validation
View Revise	✓	Oak Park Fire Station	Original / Approved
Add Site Application			

All **Approved** Sites with Meal Times, Days, and Dates will be listed. You may feel free to delete any columns that do not pertain to your sponsorship. In this example, AM Snack, PM Snack, and Supper Columns were deleted.

Year	Name	Site Name	Type	Status	Address	City	State	Zip	Break Time	Break Days	Break Dates	Lunch Time	Lunch Days	Lunch Dates
2015-2016	Wyatt County	Oak Park	Open	Approved	110 Oak Street	Tree City	KY	11234				12:00-1:00	Tues, Thurs	6/1-8/3
2015-2016	Wyatt County	Oak Park Library	Open	Approved	200 Elem Street	Tree City	KY	11234				1:00-3:00	M-F	6/1-8/3
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2015-2016	Wyatt County	Oak Park Fire Station	Open	Approved	350 Eml Street	Tree City	KY	11234	10:00-11:00	M-F	6/1-8/3	2:00-3:00	M-F	6/1-8/3

USING THE SITE LIST FOR YOUR MEDIA RELEASE

2016 Open Sites MEDIA RELEASE

WYATT COUNTY is participating in the Summer Food Service Program. Meals will be provided to all children without charge and are the same for all children regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided, at a first come, first serve basis, at the sites and times as follows:

INCLUDE ATTACHED INFORMATION

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider

Include the Approved Site List with Your Media Release. You may add the words “Include Attached Information” to your Media Release instead of typing the information into the actual release. Send to your local media sources such as newspapers, radio stations, and TV stations.

Media Sources need to be notified each time new sites are opened or meal times are changed. **KEEP A COPY OF ALL Media Releases Submitted.**

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USING THE SITE LIST FOR YOUR HEALTH DEPARTMENT NOTIFICATION

Cyndi Sponsor, Food Service Director
100 Oak Street
Tree City, KY 11234

May 15, 2016

Sara Smith, Health Dept. Manager
Wyatt County Health Dept.
15 Birch Way
Tree City, KY 11234

Dear Ms. Smith

We would like to inform you of our intention to sponsor the Summer Food Service Program (SFSP). This program is administered by the Kentucky Department of Education, School and Community Nutrition. SFSP regulations require that the local health department be notified of our intention in this regard as well as the information listed below.

Meal service(s) will be at the following site(s):

INCLUDE ATTACHED INFORMATION

If you have any questions, please contact me at 859-111-2345.

Sincerely,

Cyndi Sponsor

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Include the Approved Site List with Your Health Dept. Notification. You may add the words ~~“Include Attached Information”~~ to your Notification instead of typing the information into the actual document Send to your local health department EVERY time you have a change with meal information on an existing site OR, you have added a new site. **Please note, this must be done within TWO WEEKS of the approval of your site!**

Keep a Copy of ALL Health Dept. Notifications that you send out.

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NEW PROCEDURE!

You must also CC the State Agency **each time** you send the health department your notification. **This must be done within TWO WEEKS of the approval of your site!**


You may fax the entire document, including the site list, to 502-564-5519 OR email the entire document including the site list to:

dscnsupportbranch@education.ky.gov

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ALERT!

The HEALTH
DEPARTMENT
NOTIFICATION AND
MEDIA RELEASE ARE
NO LONGER PART OF
THE APPLICATION
PROCESS AND WILL
NOT BE INCLUDED IN
THE CHECKLIST

Summer Food Service Program 




Applications | Claims | Compliance | Records | Security | Search | Year | Help | Log Out

Applications > Application Packet > Checklist Summary > Program Year: 2015 - 2016

VIEW | MODIFY

SFSP Checklist

12005 Status: Active
Healthy Kids
DBA:
1 Oak Lane
Lincoln, KY 40311
Type of Agency: Private Non Profit Organization
Type of SFSP Organization: Residential Camp

Required Forms/Documents to send to SCN	Document Submitted to SCN	Date Submitted to SCN	Document on File w/SCN	Status	Status Date	Last Updated By
Civil rights compliance	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/19/2016	test.willmarth
Free and Reduced Price Policy Statement	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/19/2016	test.willmarth
Statement of Authority	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/19/2016	test.willmarth
VCA/Certification Statement	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/19/2016	test.willmarth

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

Questions?

Please contact the SFSP staff at

502-564-5625

Cathy: Extension: 4933

Cyndi: Extension: 4911

Jennifer: Extension: 4531

Or Email

Cathy.Gallagher@education.ky.gov

Cyndi.Willmarth@education.ky.gov

Jennifer.Smith@education.ky.gov